

## **Santa Fe School for the Arts & Sciences - Director of Development, Part-time Position**

### **Major responsibilities**

The Director of Development leads the School's annual fundraising initiatives by developing and implementing fundraising strategies and by cultivating and soliciting major gifts. Working with the Principal, Board, School Fundraising Committee, and other staff members and volunteers, the Director of Development will be responsible for generating charitable revenue to meet the annual scholarship fund campaign, to establish an endowment campaign, and to lay foundation for an alumni program. The Director of Development reports directly to the Principal, working closely with the Principal and the Chair of Fundraising Committee on all fundraising and related activities, including creating and updating the fundraising plan as appropriate. The Director of Development sets annual development goals in conjunction with the Principal and the School Fundraising Committee and provides regular update reports to the Committee and to the Board of Directors. The Director of Development also works closely with the Principal and other staff and volunteers to develop and implement external communication pipelines, including email, website and social network.

The Director of Development position is part-time at 20 hours per week.

### **Duties:**

#### **Fundraising Team Leadership**

- Create a comprehensive, annual fundraising plan to meet the annual scholarship fund, to establish an endowment fund and to lay foundation for an alumni program, as well as coordinate other fundraising activities and events, including fundraising for school trips, community engagement (i.e. disaster relief, etc), and in kind gifts.
- Establish goals for annual fundraising for the School Fundraising Committee.
- Recruit, train, motivate and lead volunteers – members of the Board of Directors, Principal, the School Fundraising Committee and others – to assist in achieving annual fundraising goals.
- Provide leadership to the Principal, Chair of Fundraising Committee, and other volunteers regarding their participation in cultivating individual prospective givers.

#### **Fundraising Infrastructure**

- Establish gift and solicitation tracking, acknowledgment and recognition systems.
- Implement gift acknowledgment policies and procedures.

#### **Donor Prospecting, Cultivation and Solicitation**

- Identify, cultivate and solicit major gift prospects among current SFSAS donors and the general public, with the goal of increasing the number and size of gifts, expanding the School's pool of unrestricted funds and diversifying the donor base.
- Draft strategic plan for creating an alumni program.
- Research donor capacity, interests, career highlights, family foundations, and other relevant background information using, GuideStar, Zoominfo, Google and other web sites. Use research information and donor history to match donor interests to specific solicitations.
- Customize "ask" pieces for particular situations and maintain library, both hard copy and electronic, of active solicitations.
- Research and coordinate the writing of grant requests for school program initiatives.

**Events**

- Solicit corporate sponsorship and underwriting for fundraising events, school events and publications.
- Serve as liaison to volunteer committees engaged in event planning.

**Planned Giving**

- Explore individual prospects for planned giving and draft strategy for establishing Planned Giving Program (bequests, charitable trusts and charitable gift annuities.)

**Administration/Management**

- Implement fundraising strategies to meet the school's fundraising goals as set forth in the annual fundraising plan.
- Stay abreast of fundraising trends in the private school and expeditionary learning network communities, as well as local fundraising trends

**Other**

Perform other duties as assigned by the Principal.

**Qualifications/key competencies**

- Minimum of 5 years experience in major gifts fundraising, annual campaigns and grant writing.
- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations and other private funding sources.
- Full understanding of and commitment to the ethics related to development activities and ability to use discretion in interactions with donors, prospects, volunteers and others.
- Exceptional interpersonal skills and the ability to interact effectively with prospects, donors, volunteers and staff in a wide range of roles.
- Demonstrated ability in recruiting and managing volunteers.
- Excellent writing and oral communications skills.
- Computer literacy on donation tracking programs and social networking.
- BA degree required. Experience may be substituted for combination of degree and relevant work experience.
- Ability to be self-directed and work in a fast-paced environment.
- Work effectively in team environment, assisting other employees as needed.
- Ability to work from home or off-campus office.

**Hiring Policy**

Santa Fe School for the Arts & Sciences is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation or any other legally-protected status.

**To Apply:**

Please send materials via email to Rayna Dineen, Principal at [santafeschool@aol.com](mailto:santafeschool@aol.com). Please include cover letter, current resume, references and a writing sample.

## **Nonprofit Job Opportunity**

**Santa Fe School for the Arts & Sciences (SFSAS)** is seeking a dynamic civic-oriented individual interested in education innovation for a part-time (20-hr per week) Director of Development position to lead and provide support for fundraising efforts. This position will work closely with the Principal and Board on all fundraising and related activities. SFSAS is a nonprofit Expeditionary Learning School for Pre-K to 8<sup>th</sup> grade students known for academic excellence, diversity and its art- and science- enriched curriculum.